



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for ACCOUNT CLERK

THE POSITIONS:

The Superior Court of California, County of Sacramento is now accepting applications for Account Clerk positions. The Account Clerk will be assigned the more difficult and complex fiscal clerical work requiring initiative and independent judgment. Specific responsibilities will include processing daily deposits, cash handling, processing adjustments to the case management system and posting accounting data into journals on a daily basis. These three positions are located in the Accounting unit at the William R. Ridgeway Family Relations Courthouse(1) and the Carol Miller Justice Center(2).

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY:

**\$1,368.00 - \$1,663.00 bi-weekly
\$2,974.00 - \$3,618.00 monthly**

LAST DAY TO APPLY:

Friday, October 6, 2006 at 5:00 p.m. (or until filled)

ESSENTIAL DUTIES:

Examples of duties performed by Account Clerk positions include, but are not limited to, the following:

- Performs posting of cash receipts, expenses, or other transactions to journals or ledgers and verifies accuracy.
- Processes cash deposits and daily reconciliations. Calculates/totals checks/cash using 10-key adding machine/calculator to reconcile day's receipts and/or deposit permits.
- Assist cashiers, other staff and judicial officers in meeting the needs of customers (e.g accepting payments, applying payments in the various systems, researching payments, answering telephone and in person questions, reviewing case files, etc.)
- Analyzes, verifies and posts transactions to journals, ledgers and other records.
- Analyzes, investigates and corrects accounting entries as needed. Performs reconciliation of complex transactions.
- Verifies and posts accounts receivable transactions to journals, ledgers, and other records.
- Reviews billing data from court order to ensure amounts and account numbers are accurate.
- Performs opening and closing duties as it relates to accounting operational procedures.
- Researches and makes recommendations on how to resolve complex customer service problems which include interaction between other Court employees and supervisors, referring to rules, regulations, policies and procedures to meet customer needs.

- Prepare reports using spreadsheets, databases and word processing applications.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of experience in keeping or reviewing financial or statistical records.

Substitution: Education may be substituted for up to two (2) years of the required three (3) years of required experience on the following basis: Such education shall have been in an accounting curriculum in an accredited four-year or two-year collegiate-grade institution, or in an accredited correspondence or business school. The accounting curriculum shall include elementary and advanced accounting, cost accounting, and accounting law. A Bachelor's degree, an Associate in Arts degree, or an Accounting Certificate which represents completion of all required course work in an accounting curriculum is equal to two years of experience. Work completed as a volunteer or unpaid student intern will be evaluated on a case by case bases.

Completion of any two of the following courses from an accredited four-year or two-year collegiate grade institution, or an accredited correspondence or business school, may be substituted for one year of experience: elementary accounting, advanced accounting, cost accounting and accounting law.

Knowledge of:

General principles, procedures, terminology and practices used in financial and statistical clerical record keeping including posting, computing totals, reconciling accounts and reviewing balance sheets; general accounting including basic understanding of debits and credits; arithmetic to make calculations and correct change: addition, subtraction, multiplication, division, percentages, decimals, fractions; clear writing: using proper English grammar, punctuation, spelling, vocabulary; English language to communicate; 10-key adding machine; general computer applications including spreadsheets, databases and word-processing; court policies, procedures and functions; training techniques and methods; customer service techniques.

Ability to:

Prepare reports using spreadsheets, databases and word-processing applications; track/reconcile information between accounts and general ledgers; accurately proofread details, noting and detecting errors; prioritize work and meet deadlines; apply and explain policies and procedures; work independently and carry out assignments with minimal supervision; give instructions and assign work to staff; calculate solutions to math problems: addition, subtraction, division, multiplication, percentages, decimals and fractions; understand and follow standard oral and written instructions; read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents and reports; write English at a level necessary to independently compose correspondence from notes or verbal instruction and to record incoming information; speak English at a level necessary to communicate information clearly; establish and maintain effective working relationships with others; operate computer terminals, typewriter, printer, copies microfiche, fax and 10-key adding machine; elicit information from inside/outside sources.

DESIRABLE QUALIFICATIONS:

- Knowledge of accounting and bookkeeping procedures, with the ability to use a 10-key by touch and perform standard/complex arithmetic calculations.
- Experience using automated systems including ICMS (Integrated Case Management Systems), SUSTAIN, and similar case management systems.
- Experience using Microsoft Office programs such as Word, Excel and Access.

PHYSICAL REQUIREMENTS:

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination, lift and move objects weighing up to thirty (30) pounds.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, October 6, 2006** (*or until filled*). Applications received by the final filing date of October 6, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into this Account Clerk position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, October 6, 2006** (*or until filled*). Applications received by the final filing date of October 6, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

ACCOUNT CLERK SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your response will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe how your education and/or experience qualifies you for an Account Clerk position.

2. Describe your experience and/or knowledge processing cash deposits (cash handling), making adjustments to financial records and reconciliations.

3. Describe your experience using various accounting software packages and your level of expertise using standard computer programs such as Word, Excel and Access.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.